Preschool and Elementary School Parent/Student Handbook

Saint James
CATHOLIC SCHOOL

2026-2027

This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

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Saint James Catholic School

EXCELLENCE IN CATHOLIC EDUCATION FOR MORE THAN A CENTURY

Blue Ribbon School of Excellence

July 2026

Dear Saint James Catholic School Family,

Welcome! I hope this letter finds you well. I am excited to welcome you to the 2026-2027 school year at Saint James Catholic School! Our mission statement says,

> *Saint James Catholic School is rooted in the IHM charism, where Jesus is the center and Mary is the model. We are committed to educating the whole child through virtue formation, service, and academic excellence.*

We strive to live this out as a school community daily, and I truly believe that we are able to do so! In being a Catholic school, we have the unique opportunity to instill virtues through the lens of our Catholic faith. Throughout the course of the school year, you will see different virtues highlighted as we work together towards **R**everence, **R**espect, **O**bedience, **C**ompassion, **K**indness, **E**mpathy, **T**ruthfulness, and **S**elf-control. We are home of the Rockets!

As parents, you are the first and primary educators of your child. They learn from you what it means to live out each of those virtues above and so much more. Thank you for entrusting your child to us as we partner with you in their education and help to prepare them for the future. A strong partnership with you is essential, and your involvement at Saint James Catholic School is welcomed. Opportunities to be involved in the life of the school will arise throughout the course of the year. If you have any questions or concerns, please do not hesitate to contact your child's teacher or the main office.

This Parent/Student Handbook has been thoughtfully created and reviewed in conjunction with the Diocesan Office of Catholic Schools to create an environment that lives out our mission statement. Please take the time to read through it and to ensure that you and your child understand the expectations. It summarizes the behavioral, academic, and religious expectations that we have here at Saint James Catholic School. There are some changes that you will see from previous years. These have been highlighted. Please take the time to make note of them. Doing so now will help to ensure that we are off to a great start for the 2026-2027 school year. Both parents and students are expected to live out the mission statement as expressed in this handbook.

I am looking forward to working with you and your child in the pursuit of virtue formation, service, and academic excellence during the 2026-2027 school year! Together as a school community with you, their parents, we can ignite the potential in every child!

Go Rockets!

God Bless,
Sister Elizabeth Anne Bartholomew, IHM
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

SAINT JAMES TEACHERS' PRAYER BEFORE SCHOOL

Oh God, we are about to begin our day's work in school. Help us to receive our students in your name. Bound by charity to one another and to them may we be penetrated by an apostolic spirit and may we give witness to Christ, the unique teacher, by our lives our well as by our teaching.

With the aid of your Spirit, may we inspire our students to open their hearts to the dimensions of the world, to heed the appeal of their neighbors, to place their youthful energies at their service and to build with joyful enthusiasm a better world.

May our example call them to be generous, pure, respectful, and sincere and to find in Christ, the prophet of truth and love, the companion and friend of youth. Amen.

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations teaching them to carry out everything I have commanded you.

Matthew 28:19-20

These words of Christ, addressed to the apostles at the Ascension, bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person. 1 Catholic education in the United States has long been a priority of clergy and faithful alike. The American bishops in their pastoral letter on education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people. 2 The two-fold goal of Catholic schools is to provide an environment which will foster a rich religious instruction and experience, as well as a solid academic education in a Christian value-oriented environment. As such, the Catholic schools in the Diocese of Arlington share the following:

The Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community. As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future. The Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

1 Declaration on Christian Education #3
2 To Teach As Jesus Did #118

DIOCESAN MISSION STATEMENT

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

SCHOOL MISSION STATEMENT/PHILOSOPHY

St. James Catholic School is rooted in the IHM charism, where Jesus is the center and Mary is the model. We are committed to educating the whole child through virtue formation, service, and academic excellence.

SAINT JAMES CATHOLIC SCHOOL PLEDGE

As a child of God at Saint James Catholic School, I will show **R**espect and **O**bey the rules. I will be **C**ompassionate, **K**ind, and **E**mpathetic to all. I will tell the **T**ruth and practice **S**elf-control. Today, I will be the best Saint James **ROCKET** that I can be!

SAINT JAMES CATHOLIC SCHOOL PHILOSOPHY OF LEARNING

Saint James Catholic School provides a Christ-centered community which focuses on the whole child in order to enable each student to reach his/her full potential spiritually, academically, emotionally, and socially. Rooted in virtue, the faculty and staff, in partnership with families, offer a safe and nurturing learning environment.

All students, with their diverse backgrounds, and unique abilities and learning styles, are encouraged to take an active role in their education and in the service of their neighbor in order to prepare them to face the opportunities and challenges they will encounter in this life and achieve eternal happiness in the next.

SAINT JAMES CATHOLIC SCHOOL SONG

Dear Saint James, we love you,
We'll be true to you.
We'll keep your colors Red and White,
Ever flying clear and bright.

Mary our Lady and her Son
Keep us ever true
To the finest school on earth: Saint James, that's you!

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents/guardians. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (*Appendix AG-1 and AG-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to all school handbooks.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

PARENTAL/GUARDIAN ROLE

In this handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

Since parents/guardians have given their children life, the Catholic Church recognizes parents as

the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children. Since the school is a continuation of the education children are receiving at home, diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and liturgy. Parents are required to sign in at the main office and wear a visitor's badge in order to attend the all school Mass.

Parents are encouraged to participate in the programs which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

The following, based upon Catholic moral values, will help parents support the school's mission and commitment when interacting with teachers, staff, adult volunteers, and anyone else with whom they come in contact relating to the school:

1. will be honest and committed to integrity.

2. will be respectful and courteous.

3. will refrain from harassment of any kind.

4. will use appropriate language.

5. will not threaten or bully.

6. will speak respectfully to and about others.

7. will respect all school property
.
8. will demonstrate good sportsmanship when attending school-sponsored co- and extracurricular activities.

9. will not bring to school or school-sponsored functions/activities any weapon.

10. will not bring alcohol or illegal drugs (including marijuana) to the school or any school-sponsored function/activity, with the exception of alcohol for adult social

events where alcohol is served as part of the event.
11. will not overtake the role of the school in resolving school related incidents by, for example, directly contacting another student regarding a behavioral issue involving that student and the parent's child.

12. will not involve parties external to the school on a school issue, with the exception of the exercise of legal rights.

All of the conduct expectations apply to verbal, written, and electronic communication.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school-administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religous formation as an integral component of the school's educational program. As such:

a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.

b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.

c. Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs but not from the catechesis held during the school day.

d. All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents/guardians must be aware that it is the Catholic position that will be taught.

HISTORY OF SAINT JAMES CATHOLIC SCHOOL

In 1906 the Sisters of Perpetual Adoration came to Falls Church and opened an Academy for boys and girls. Theodore Roosevelt was President, Pius X was Pope, and Reverend E. M. Tearney was Pastor of Saint James Catholic School.

The first school was a small rural one, without even a sufficient number of students to occupy two teachers. Tuition was $1.00 a month. In no time, students from neighboring areas were asking for admission, and the Saint James Catholic School reputation for excellence was established. By 1919, the Sisters were unable to accept all applicants; there was simply no room!

In 1923, the Sisters, Servants of Perpetual Adoration turned over the convent, school and ninety-two students to the Sisters, Servants of the Immaculate Heart of Mary. The school continued and in order to make ends meeting during the Depression, the Sisters took in boarders from Kindergarten to grade eight. The Sisters started the CCD program of religious studies for students of Saint James parish and of outlying areas.

The kindergarten was established as a permanent part of the school in 1949. By 1950, the enrollment in the school rocketed and the Sisters conducted morning and afternoon sessions with sixty or more students in each class. Prior to the addition of the primary building in the 1960's, the school had an additional wing added to the original building in 1950. After the death of Monsignor Heller, a Pastor who had great love and support for both parish and school, a new auditorium was built which bears his name. Continuing to grow by leaps and bounds, Saint James Catholic School facilities now include the Joseph Knecht Gymnasium, Rosemary Burns Library, Harrison Resource Center, a refurbished Music Chamber, state of the art Science, Robotics and Computer labs, and Art epicenter.

Saint James Catholic School was awarded the National Blue Ribbon of Excellence by the United States Department of Education in 1998-1999, 2014, and again in 2020 in recognition of its academic excellence, parental involvement and community support. Saint James Catholic School is a member of the National Catholic Education Association. Saint James Catholic School is accredited by the Virginia Department of Education through the Virginia Catholic Education Association having completed the 2025 Design for Excellence Self-Study.

Saint James Catholic School students continue to excel in academics; reach out to community needs, support various charities and witness to the Gospel values of peace and justice. In celebrating over one hundred years of service to the community, Saint James Catholic School continues to be a model for education and Catholic principles.

In September of 2023, the IHM Sisters celebrated 100 years of dedicated service to the students, parents, and faculty of Saint James Catholic School. Our community has been infinitely blessed by the IHM Sisters tireless commitment to Catholic education through their charism of love, creative hope and fidelity.

II. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Technology, Library and World Languages.

The following path is outlined for those students capable of completing High School Geometry in the eighth grade.

GRADES FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 93 or above on the Spring Standardized test.
b. Class grade in 5th grade math: 93 or above.
c. End of year diocesan comprehensive grade-level test: 93 or above (recommended time of testing – May of 5th grade year).
d. Favorable teacher and principal recommendation.

GRADES SIX TO SEVEN

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Pre-Algebra.

For placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 93 or above on the Spring Standardized test.
b. Class grade in Pre-Algebra: 93 or above.
c. Iowa Algebra Aptitude Test results: 85 or above (recommended time of testing – May of 6th grade year).
d. Favorable teacher and principal recommendation.

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

GRADES SEVEN TO EIGHT

For placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.
b. Class grade in Algebra I: 93 or above.
c. Scoring 77 or above on the Diocesan Algebra I exemption exam.
d. Favorable teacher and principal recommendation.

The following path would be followed by those students identified as capable of completing High School Algebra in the eighth grade:

GRADES SIX TO SEVEN

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.
b. Class grade in 6th grade math: 93 or above.
c. End of year diocesan comprehensive grade-level test: 93 or above (recommended time of testing – May of 6th grade year).
d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Pre-Algebra.

For placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.
b. Class grade in 7th grade math: 93 or above.
c. Iowa Algebra Aptitude Test results: 80% or above (recommended time of testing – May of 7th grade year).
d. Favorable teacher and principal recommendation.

The Algebra I course incorporates numerous word problems that students need to solve. A teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

a. Pass the Algebra I course.
b. Score 77 or above on the Diocesan Algebra I and/or Geometry exam.
c. Receive teacher recommendation for placement in the next level of high school math instruction.

If a student does not score 77 or above on the exam, a teacher may still advocate on behalf of the student through the use of the Teacher Recommendation Form (Appendix X). The decision of the high school, however, will be final.

Courses for which high school credit is expected (Algebra I, Geometry, World Languages) should meet the standards for credit as established by the Diocese of Arlington and the Commonwealth of Virginia.

RELIGION

As part of the Religion program, students attend Mass on a weekly basis. The entire school attends Mass on Holy Days of Obligation when school is in session, for the opening and closing of school, and for special occasions as designated on the school calendar. Special events to honor the Blessed Mother include taking part in the annual May Crowning and devotions such as the recitation of the Rosary, Stations of the Cross, and other various prayer experiences that are held throughout the school

year.

SACRAMENTAL PREPARATION

Sacramental preparation is guided by the parish Director of Religious Education (DRE). Classroom teachers provide daily instruction on the Sacraments. The DRE plans the sacramental events, leads the parent information meetings, and conducts appropriate practices as necessary. Second grade students who are Catholic receive the Sacraments of Reconciliation and Holy Eucharist. Eighth grade students who are Catholic receive the Sacrament of Confirmation, which is administered by the Bishop of the Diocese of Arlington or his designee.

SPANISH

Spanish is taught to students in preschool through eighth grade following diocesan guidelines. In eighth grade students take the Diocesan Spanish Exemption Test prior to entering Diocesan High Schools. Placement in Spanish II is dependent on achieving a score a 77% or above on the Spanish World Language Test and satisfactory teacher recommendation.

PHYSICAL EDUCATION

K-8 Students attend Physical Education classes at least one day per week in accordance with Diocesan guidelines. Students requesting a waiver from participating in Physical Education classes and/or recess due to injury are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

PRESCHOOL CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented virtual or in person. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

a. Daily outdoor play, weather permitting
b. Alternating periods of quiet time and active play
c. A balance of large muscle and small muscle activities is provided.
d. Various small group or large group activities through most of the day

e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

a. Foster positive self-concept;
b. Foster spiritual development;
c. Encourage children to think, reason, question, and experiment;
d. Develop social skills;
e. Encourage language development;
f. Enhance physical development and skills;
g. Encourage and demonstrate sound health, safety, and nutritional practices;
h. Encourage creative expression and appreciation for the arts;
i. Respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help, and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

VIRTUAL INSTRUCTION

If the need arises for the school to move to virtual instruction:

a. Maintain effective communication between teachers, students and families about the virtual learning plan.

b. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

c. Teachers must include a balance of synchronous and other offline opportunities for learning and feedback.

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available to the school.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 Plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for interventions through a Student Assistance Plan written at the Catholic School.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the resource manual entitled Guidelines and Resources for Working with Students with Disabilities.

Students with disabilities are expected to follow the school's policies and honor code.

RESOURCE PROGRAM

Saint James Catholic School provides a Resource Program for students with mild to moderate learning difficulties who would be mainstreamed if they attended public school. Students who qualify for a full-time special education program would be better served by their base school in the county in which they reside.

Students who are experiencing difficulty with grade level work may benefit from tutoring or additional small group support. The classroom teacher, the parent, or an outside professional usually identifies these students. In order to be admitted to the Resource Program a student referral must be completed by the Student Support Team. If a student qualifies for the Resource Program, the Resource Teacher will assist parents in working with the child's base school to obtain an Individualized Education Plan (IEP) or Student Assistance Plan (SAP). The Resource Teacher will conduct a meeting of parents, classroom teacher(s), the principal/assistant principal, and other members of the Student Support Team as necessary, prior to implementation of the

IEP/SAP.

If a parent refuses to participate or support the IEP/ICEP/SAP, this will be noted in the student's file. If the child is unable to experience success at grade level without the Resource Program, the parents will be notified and recommended to find an alternate placement for their child.

Released time will be provided for students who can benefit from services offered off school campus, such as speech or occupational therapy. However, it is the responsibility of the parent to make arrangements, provide transportation, and notify the principal in writing, of these arrangements.

Forms to be completed by teachers and all other requests for testing should be directed to the Director of the Resource Program.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they [children and young people] advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Students are issued textbooks and supplemental materials at the beginning of the school year and are expected to return the same book to their classroom teacher in similar condition. Students are responsible for paying for replacements if the book is damaged, defaced, or lost. Parents should cover workbooks with contact style paper to keep the books in good condition for the school year.

It is the responsibility of the principal and the staff to ensure the use of textbooks that reflect a truly Christian and Catholic philosophy. The Office of Catholic Schools reserves the right to prohibit the use of a specific textbook/textbook series.

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND ARTIFICIAL INTELLIGENCE (AI)

The objective is to foster a safe, secure, and respectful environment for students, staff, and all stakeholders involved in the educational process and align with the teachings and mission of the Catholic Church and academic programs of the school. (See Policy 631,)

There is no expectation of, or right to privacy, or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers

and internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for internet access and e-mail is a privilege, not a right. Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension, and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The types of electronic and digital communications include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email voice over IP, chat rooms, instant messaging, cloud, web-based tools and Artificial Intelligence (AI).

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the internet and e-mail are:

1. When using networks or computing resources of other organizations, faculty and students must observe the rules of that organization regarding such use.

2. Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

3. Users are reminded that e-mail is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.

4. Faculty and students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the internet exists.

5. Any attempt to log onto the internet or the school's network/system as a systems administrator by someone other than the systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks and/or systems.

6. Users of artificial intelligence (AI) shall generally abide by:

a. Teachers and administrators are responsible for supervising students using AI technologies to ensure compliance with this Responsible Use Policy (RUP).

b. Users are accountable for their actions when using AI technologies. Any misuse or violation of this RUP may result in disciplinary action.

c. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.

d. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.

e. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school. Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.

7. Users shall abide by generally accepted rules of network etiquette, which includes, but is not limited to:

a. Messages to others shall be polite and shall not be abusive.

b. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.

c. Use of the network shall not disrupt use of the network by others.

8. The diocese/school makes no warranty of any kind, whether expressed or implied, for internet service. The diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet sources.

9. Examples of unacceptable uses – users are not permitted to:

a. Use technology in cyber sexting or bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

b. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane,

or sexually-oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

c. Use a photograph, image, video, or likeness of any student or school employee without express permission of the individual, the individual's parent/guardian, and the principal.

d. Create any site, post any photo, image, or video of another except with express permission of the individual, the individual's parent/guardian, and the principal.

e. Attempt to circumvent system security.

f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

g. Violate license agreements, or copy other protected media.
h. Use technology for any illegal activity.

i. Use of the internet for commercial gains or profits is not allowed from a school or on school-issued devices.

j. Breach confidentiality obligations of school or school employees.

k. Harm the good will and reputation of the school or school employees.

l. Transmit any material in violation of any local, state, or federal law. This includes but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage of school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

1. Loss of use of the school network, computers, and software, including internet access.

2. Disciplinary action including, but not limited to, dismissal and/or legal action by the

school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including, but not limited to, messages, chat room commentary, comments/pictures, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Saint James Catholic School has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Due to the constantly evolving nature of social media, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to identify students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth-grade students take the high school placement test used in determining placement in diocesan high schools. Teachers are encouraged to review the format, and style of the High School Placement Test as well as test taking strategies with their students. Extensive class time to prep students for this test is not encouraged.

HOMEWORK

Homework reinforces skill acquisition, retention of content knowledge, and formation of good study habits. Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

Below are the Office of Catholic Schools' guidelines for homework. Homework does not have to be assigned every day, but should generally fall within these ranges:

Grades 1-3: 10 to 30 minutes daily
Grades 4-6: 30 to 60 minutes daily
Grades 7-8: 60 minutes to 2 hours daily

Students are expected to complete and hand in all homework assignments according to the classroom teacher's directives. In grades three through eight, students are required to use the school homework assignment planner in which to copy the daily homework assignments.

MISSED CLASSWORK, HOMEWORK, ASSIGNMENTS, AND TESTS

Students are responsible for all make up classwork, homework, assignments and tests when they are absent. For ordinary illnesses, the student should be granted one day per each day absent to complete make-up work. When a test has been scheduled in advance, the student should make up the test upon return to school. Electronic submissions follow the same guidelines.

For extended absence due to illness, a parent should contact the teacher to establish a workable timetable to complete assignments. If an illness extends past ten-days, the situation will be referred to the Office of Catholic Schools for further guidance. For an absence past the ten-day limit due to family travel or vacation, the student will be required to hand in all make-up work within one week upon return to school. No advance work or additional extension will be provided since the school calendar is posted in advance of the school year for planning purposes.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Fall Parent-Teacher Conferences are held in October for grades Preschool and grades 1-8. Parent-teacher conferences can also be scheduled throughout the school year as necessary. Requests for a conference may be made by sending a note or e-mail to the teacher, or by leaving a voice message for the teacher at his/her extension. Parents may not interrupt the classroom instruction or take a teacher away from supervisory duties to request or initiate a conference.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher-prepared assessments to include but not limited to tests, projects, portfolios, and other tools of assessment.

The purpose of report cards is to present to parents and guardians information about how their student is performing in his/her academic studies, and to alert them to any problems.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student workload of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Grades 1-2

M Meets Grade Level Standards – Child consistently meets skills
P Progressing Towards Grade Level Standards – Child is in process of developing skill
NI Needs Improvement – Child is not demonstrating skill

ACADEMIC PROGRESS SCALE

The letter M, P or NI is indicated in the appropriate box for each subject area.
*(asterisk) indicates modified curriculum.

Grades 3-8 use numeric (percentage) grades. Below 60 is designated by an F.

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

3 Very Good
2 Satisfactory/Good
1 Needs Improvement
X Unsatisfactory

Policy 705 Student Assessment

7. Elementary Schools: In order to ensure that no single trimester grade pre-determines a student's failure in a class, the lowest numerical score that may be recorded in the grade book at the end of each trimester is 50%. This does not prohibit a teacher from recording a lower score in the gradebook for a single

assignment/assessment during the marking period. If a student averages below a 60% for the trimester, the grade must be designated as an "F" on the report card (in lieu of the numerical value of the grade earned).

PROGRESS REPORTS

Reports are issued at the midpoint of each trimester to all students in grades kindergarten through 4. Students in grades 5 – 8 who are near failing or not working up to potential will also receive a midpoint progress report. Parents are asked to sign all progress reports and return them to the classroom teacher within the week they are issued. Parents of students in grades 5 – 8 are encouraged to remain aware of grades throughout the trimester by utilizing PowerSchool ™, the school's contracted electronic information system.

PRESCHOOL PROGRESS REPORTS

Evaluation of the child is based on teacher observation, judgment, daily performance, class participation, and effort. Preschool progress reports are issued in January of the current school year.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of education is to assist students to satisfactorily complete each academic year. The repetition of a course is recommended when it is deemed necessary and advantageous to the particular needs of a student.

The final decision to promote or retain a student is made by the principal based on the student's academic performance and best interests.

Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.

Elementary students failing one or two academic areas must successfully complete a remediation program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

Students who have not successfully completed the prescribed course of studies for their particular grade, and in the best interest of the child, would not benefit from being retained in the grade, should be "placed" in the next grade level. If a student is "placed" in the next grade, an Academic Intervention Plan (Appendix AA) must be completed for the student. An Academic Intervention Plan, which indicates the additional academic intervention that will be required of and for the student, will be developed for this purpose. This form will need to be discussed with all appropriate parties, documented, and attached to the report card at the end of the school year. If summer work is a requirement for placement in the next grade, the work should be reviewed prior to August 15 to determine if curriculum requirements have been met. The intervention plan should be reviewed and modified each trimester or quarterly as appropriate. A copy of this form is also to be placed in the student's cumulative file.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities.

The school counselor may see a student two times before contacting the parent.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible to apply for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

a. Children from the parish
b. Children from parishes without schools
c. Children from parishes with schools (for sufficient reason)
d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

AGE FOR ADMISSION TO KINDERGARTEN

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5th birthday on or before September 30th of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)

b. Baptismal certificate for Catholic students

c. Proof of custody where applicable

d. Current report card and previous academic years' report card as applicable

e. Current standardized test scores and previous years, if applicable

f. Completed Diocesan Application Form (*Appendix J*)

g. A non-refundable registration & school fee

h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:

   i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.

   ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)

i. Proof of satisfying tuition requirements at any former diocesan school if previously enrolled in a diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 8

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)

b. Baptismal certificate for Catholic students

c. Proof of exact dates of immunization with signature of licensed healthcare provider

d. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school. Equivalent school entrance physical forms from another state may be acceptable. A Virginia High School League (VHSL) sports physical is also acceptable in lieu of a MCH 213G and is also required if a student will be participating in athletics.

e. Records from previous school, including standardized test scores

f. Proof of custody where applicable

g. Completed Diocesan Application Form (*Appendix J*)

h. A non-refundable registration & school fee

i. If previously enrolled in a diocesan school, proof of satisfying tuition requirements at

that former diocesan school. The receiving school is responsible for verifying tuition payments have been satisfied.

GENERAL CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e. behavioral), which cannot be reasonably addressed by the school, may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not automatically prohibit a student from applying.

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
    a. Meets Diocesan admission requirements:
        i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
            1. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
            2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g., hearing and vision screening.)
        ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
    b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
    c. Resides at the same U.S. address as the guardian, who is identified as such on the I-20 application and recorded in SEVIS;
        i. Guardian Permission and Agreement Form must be completed and signed by

parent and guardian. (*Appendix AJ-2*).

ii. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.

d. Pays tuition in full upon school admission;

i. There is no refund given for registration, tuition or other related fees.

e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;

i. The Diocese of Arlington does not provide healthcare insurance for international students.

f. Shows adequate English proficiency for the grade level to which they are applying. The level of English proficiency should allow students to pass all classes/subjects, including world language class. Schools cannot substitute normal curriculum classes with English support classes and must report an official grade for all subjects.

2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington I-20 Application Form and return the form to the school the student will be attending. The school must forward the Diocese of Arlington I-20 Application Form to the Office of Catholic Schools with the original signature of principal or admissions director.

3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in <u>active</u> status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within <u>15</u> days of leaving that school to have the I-20 transferred;

a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;

b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in <u>active</u> status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within <u>15</u> days of leaving the Diocesan school to have the I-20 transferred.

4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported

correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

a. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;

b. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Nonimmigrant) Students Form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their program start date;

c. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Nonimmigrant) Students Form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;

d. Report via the Semester Report on Status of F-1 (Nonimmigrant) Students form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.

5. For students who hold a visa other than F-1, refer to Visa Types (*Appendix AJ*);

   a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.

   b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis.

   c. Students with a J visa for short-term exchange students will not be accepted into diocesan schools.

6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Siblings of currently enrolled students at Saint James Catholic School receive priority acceptance. Re-registration of current students and registration of their siblings who are new, generally takes place in January. An "Open House" for parents of prospective students is scheduled during

Catholic Schools Week, the last week of January. Registration of new students begins in mid-February. Please refer to the school calendar for the dates of registration.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session no fewer than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

Once a child is enrolled in the school, it is the duty of the teachers and administrators to insist on regular attendance in order that the student can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not keep an absentee student enrolled. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

a. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.

b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate administrative action.

c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

Parents/Guardians need to call the attendance line (703-533-1182, ext. 5) by 9:00 a.m. to report a student absent. Missed classwork/homework should be made up within a week of the child's return to school. A written or email excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.

STUDENTS ARRIVING LATE TO SCHOOL

A student arriving late must report with his/her parent to the main office for a late pass. (See the section labeled Administrative Procedures-Arrival and Dismissal of this handbook, for school schedule.) A student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness will be brought to the attention of the principal so the parent may be contacted.

MEDICAL EXCUSES

If the student is absent for medical reasons, the parent must report symptoms to the school nurse at nurse@saintjamesschool.org or 703-533-1182 ext. 107 or by calling the attendance line 703-533-1182, ext. 5. If the student is diagnosed with a communicable illness, it must be reported to the school nurse within 24 hours. If the student is absent for more than three (3) days, communication with the school nurse is required before the student is readmitted to school.

ANTICIPATED ABSENCE

Parents are strongly urged to plan family trips and vacations during school holidays and summer vacation. Please consult the school calendar to determine these dates as absences for trips, sporting

events and vacations outside of the regularly scheduled school vacation dates are unexcused. The importance of regular attendance and punctuality is reflected in academic achievement. Additionally, high schools utilize a student's elementary school attendance and punctuality as one criterion for acceptance.

When an absence is anticipated, the parent must submit a written note to the classroom teacher with an explanation and dates of absence. This note is forwarded to the principal. The student is responsible to request make up work upon return. Any missed assignments and tests must be completed within one week of return for an extended absence unless otherwise specified by the classroom teacher. The classroom teacher, in consultation with the principal, may adjust this requirement if extenuating circumstances warrant this. Teachers are not expected to give work to students in advance of their anticipated absence.

RELEASE OF STUDENTS

Parents must send in written note to the classroom teacher the morning of the early release indicating time, reason, and designated adult picking up the child if other than the parent. If an appointment is obtained during the day, the parent must call the main office in advance of the time of early release as the classroom teacher normally does not check email during the instructional day. An unscheduled early release creates a great disturbance to the classroom. The parent must come to the school office to sign out the student. The student will be called to the office at that time

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Student records will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition MUST BE PAID prior to the release of the student's records.

Eighth grade students applying to high schools may request one transcript free of charge. A $5.00 fee will be charged for each additional transcript request. The fee must be paid at the time of the transcript request. Eighth graders may visit up to two high schools during school hours, as an excused absence, provided the parent has sent in written notification prior to the day of the visit.

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents/guardians. It is unlawful for any person, while driving a moving motor vehicle in the Commonwealth, to hold a handheld personal communications device.

Older students in elementary schools and secondary school students may serve as traffic/pedestrian

safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

SCHOOL SCHEDULE - PRESCHOOL

Morning

7:35 – 9:00 a.m.	Breakfast Bunch (Must be registered and Fee Paid)
9:00 – 9:15 a.m.	Drop off in A-Lot
9:15 a.m.	Classes begin

Afternoon

12:15 p.m.	Dismissal begins with pick-up in A-Lot
12:15 – 2:45 p.m.	Lunch Bunch (Must be registered and Fee Paid)

Early Dismissal

When the elementary school has early dismissal, the preschool will dismiss at the usual scheduled time of 12:15 p.m.

SCHOOL SCHEDULE - KINDERGARTEN – 8TH GRADE

Morning

7:00 – 7:35 a.m.	Extended Day Program – (Must be registered and Fee Paid; see section labeled *Extended Care-Schedule of Operation* of this document, for details)
7:35 – 7:45 a.m.	Report to designated early arrival location and wait for dismissal to homerooms*
7:45-7:50 a.m.	Students report to their homerooms to unpack books, etc. and prepare for the school day.
7:55 a.m.	Prayers and announcements/school day begins
	Students arriving after 7:55 a.m. must report to the Main Office and obtain a late pass. Students may not be left unsupervised at any time during the morning drop off process. Parents may not take a student directly to class.

Afternoon (M, T, Th, F)

3:08 p.m.	Announcements and Prayers
3:10 p.m.	Dismissal begins
3:10 p.m.	All students should be at Extended Day Program, After-School activities, or outside waiting for carpools, or walking/biking home.
3:10 p.m.-6:00 p.m.	Extended Day Program, – (Must be registered and fee paid. See the section labeled *Extended Day-Schedule of Operation* of this document, for hours of operation)

Afternoon (Wed.) Note: 2:10 p.m. dismissal

2:08 p.m.	Announcements and Prayers
2:10 p.m.	Dismissal begins
2:10 p.m.	All students should be at Extended Day Program, After-School activities, outside waiting for carpools, or walking/biking home.
2:10 p.m.-6:00 p.m.	Extended Day Program, – (Must be registered and fee paid. See the section labeled *Extended Day-Schedule of Operation* of this document, for hours of operation)

Early Dismissal

11:08 a.m.	Announcements and Prayers
11:10 a.m.	Dismissal begins
11:10 a.m.-6:00 p.m.	Extended Day Program, – (Must be registered and fee paid. No lunch service. See section labeled *Extended Care-Lunch and Snacks* of this document, for details)

The school day is from 7:55 a.m. to 3:10 p.m. Monday, Tuesday, Thursday, and Friday, and 7:55 a.m. - 2:10 p.m. on Wednesdays. Parents are encouraged to drop students at their designated drop off area between 7:45am and 7:50 am. Students should be in their homerooms by 7:55 a.m. for announcements and prayers, completely ready for the day.

* students dropped off between 7:35 a.m. and 7:45 a.m. will be directed to their grade level early arrival location. Students are not to report in their homerooms before 7:45 a.m.

Students arriving between 7:00 a.m. and 7:35 a.m. must be registered in the Extended Day Program, and should be signed in at the Extended Day Program area upon arrival. No student may wait outside unsupervised between 7:00 a.m. and 7:35 a.m.

DISMISSAL PROCEDURES K-8

At 3:08 p.m.*. the bell will ring for announcements and prayers. Classes will dismiss as grades are called. By 3:10 p.m. all students should be either at Extended Day Program, or en route to "A" Lot or "B" Lot for car pick up.

- Students in grades Kindergarten – 4 use "A" Lot
- Students in grades 5 – 8 and their younger siblings use "B" Lot

*(Monday, Tuesday, Thursday, and Friday); on Wednesdays school dismisses at 2:10 p.m.

Students waiting for their carpool should wait in an orderly manner and proceed according to the directions of the faculty supervisors. Walkers/bike riders will be released after vehicular traffic has finished. Walkers/bike riders are to leave "A" Lot along the sidewalk to Park Avenue.

All bikers are required to wear protective helmets and to walk their bikes while on school grounds.

All students and parents must cross streets at the corners/crosswalks; jaywalking is prohibited.

Parents and students are reminded that the Falls Church Public Library is for the use of the community for reading and research purposes and to borrow books. It is the responsibility of the parent to make arrangements for after school supervision for their children.

Students who ride in carpools will be supervised outside until 3:20 p.m. Students who are not picked up by 3:20 p.m. will be escorted to the school office so calls can be made to their parent/guardian. Students who are not picked up by 3:30 p.m. on regular M, T, Th or F dismissal days, by 2:30pm on Wednesdays, or by 11:30am on early release days, will be held at the main office (door #1) until the child is picked up. Families will be charged $5/minute starting twenty minutes after dismissal via the school FACTS program.

Students who are registered in an on-site after school activity should report directly to their coach/moderator at dismissal. If the student is registered in the Extended Day Program, they will be escorted by the moderator/responsible adult to the Extended Day Program once their after-school activity is completed. No students may remain on school grounds unsupervised.

Additionally, parents are expected to make arrangements for siblings of students in after school programs as no student may remain on school grounds unsupervised.

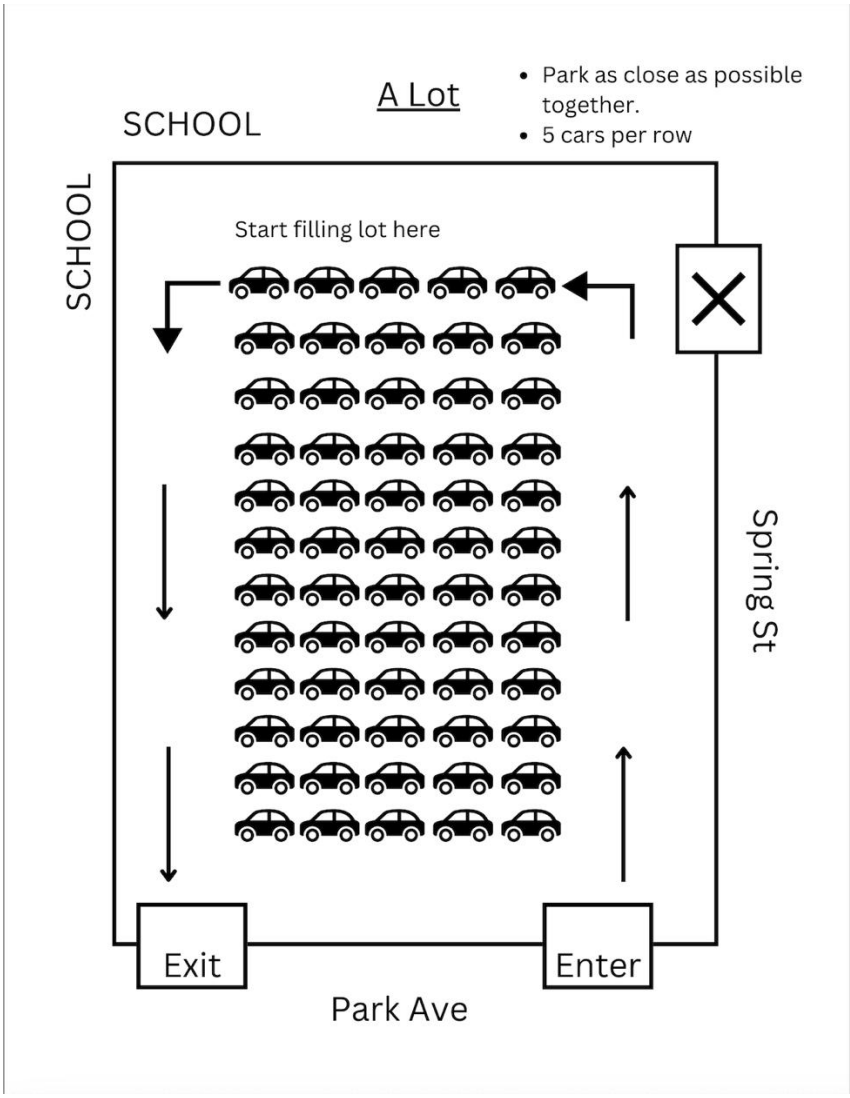
Since Saint James Catholic School has a licensed Extended Day Program. After dismissal, parents and their children may not remain at the playground area. This area is designated for the Extended Day Program at that time. The Virginia Department of Licensing makes periodic announced and unannounced visits to ensure that Saint James Catholic School is in compliance with licensing regulations.

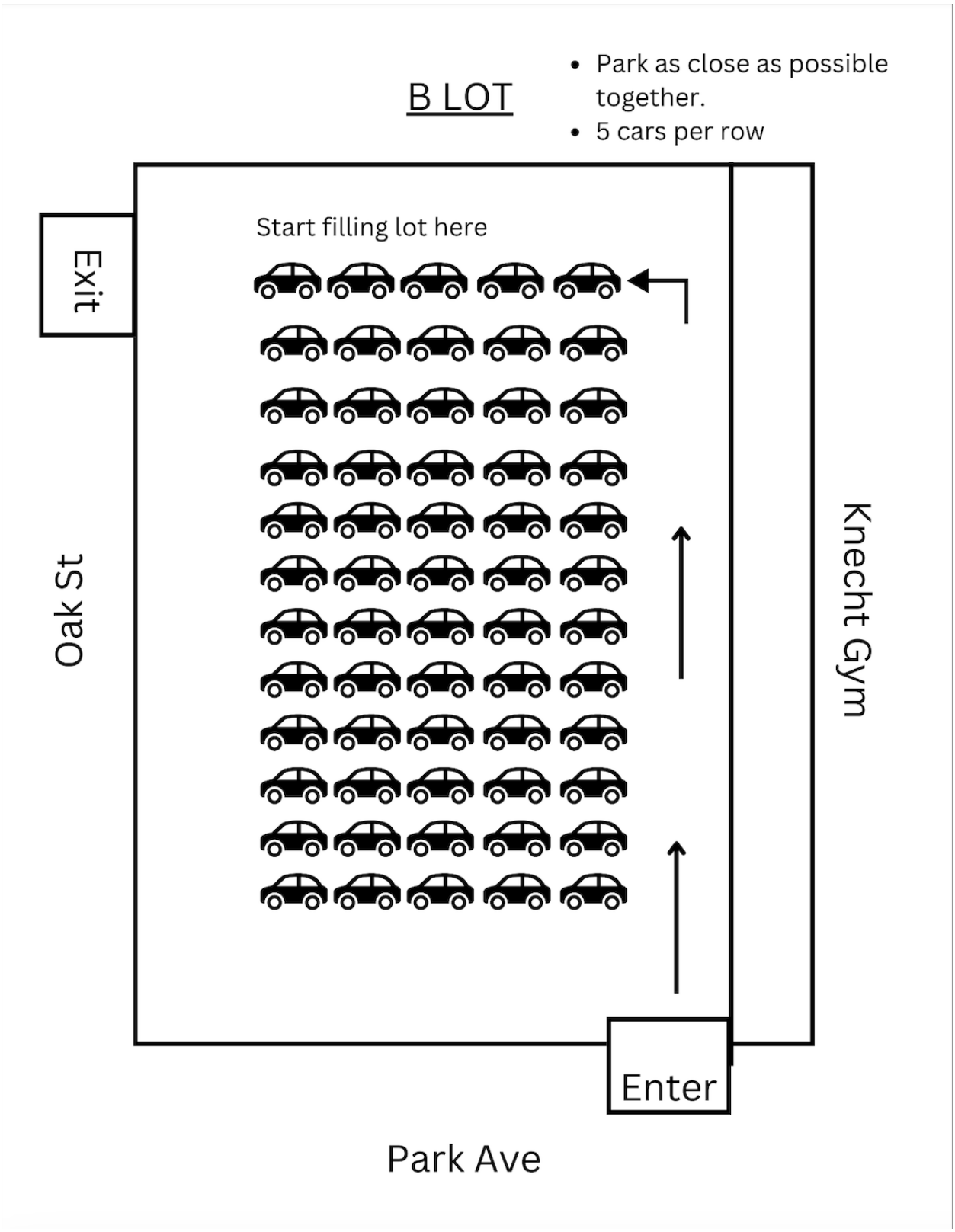
PARKING LOT DISMISSAL PROTOCOL

To ensure the safety of our students, the dismissal protocol is as follows:

- All parents/guardians/caregivers must park in their assigned parking lot.
    - Students in grades K-4 use “A” lot
    - Students in grades 5-8, and their younger siblings, use “B” lot
- Cars are to park as close together as possible in order to accommodate the cars in the parking lot.
- Parents/guardians who choose to park on the street will need to wait to retrieve their child/children until the parking lot has cleared. Students of parents/guardians who have parked on the street will be considered walkers.
- The parking lots are closed at 3:08 p.m. to ensure the students’ safety during dismissal. Once students are safely in their cars and the signal to depart the lots has been given by school staff, additional cars will be directed to enter the lot to pick up children.

- The diagrams that follow outline the parking pattern for dismissal:




B LOT
Park as close as possible together.
5 cars per row
Start filling lot here
Exit
Oak St
Knecht Gym
Enter
Park Ave

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Saint James Catholic School does not participate in a milk program.

LUNCH PROGRAM - KINDERGARTEN TO GRADE 8

A service is available for pre-purchase of healthy lunches. Healthy snacks are also available for purchase. Information regarding the school lunch order program can be found on the school website. The Cafeteria Manager will also periodically send flyers home with lunch information and prices.

For safety purposes, student lunches and snacks may not be stored or carried in glass containers. Students may not use or request use of microwave ovens to heat or prepare their meal.

Snacks or lunches brought to school by students must include the utensils needed to consume the meal. Students should have a clearly labeled, non-glass container for their beverage. Beverages should consist of water, juice, or milk. Soda is not to be consumed by students during the school day with the exception of during special events such as class parties/outings.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.

b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection, during school hours, of the educational records (cumulative and confidential) of their child. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents' access is limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal, and those to whom they extend access within a given year).

The school administration may elect to provide, at cost, photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

In the event the records of a particular student are subpoenaed, the school administration shall immediately contact and forward a copy of the subpoena to the Office of Catholic Schools. The school is required to respond appropriately to the subpoena, which is an order of the court. The school shall not provide any records until it has consulted with the Office of Catholic Schools.

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records is received, or when those individuals to whom the custodial parent/guardian has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents/guardians may not hand-carry records to another school, except under extraordinary circumstances. The documents must be placed in a securely sealed envelope, which cannot be opened without obvious evidence, and the envelope must also be similarly marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

CONFIDENTIAL ACADEMIC RECORDS

Parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

Permanent Record Card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

The following student records are to be retained for 7 years, or until the student reaches the age of 25, whichever is greater:

1. Application
2. Counselor Notes
3. Discipline Notes
4. Court Documents
5. Psychological Reports

The following student records are to be retained for 25 years:

6. IEP/ISP or 504 Plan
7. Student Assistance Plans
8. Eligibility Minutes
9. Student Support Team Minutes

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school.

SCHOOL COMMUNICATIONS

All materials prepared by parents/guardians for release to the parish or school community must be

approved by the principal or his/her designee.

PRINCIPAL'S COMMUNICATION

An informational email communication is sent by the principal each Friday throughout the school year. Additional communications/flyers are sent as warranted.

TAKE-HOME/OTHER COMMUNICATION

All materials prepared by parents/guardians for release to the parish or school community must be approved by the principal or his/her designee.

In an effort to be as paperless as possible, the vast majority of school communications will be sent electronically through digital media such as the school website, School Messenger, PowerSchool, Schoology, and email. Homeroom teachers will continue to send tests and other work/progress reports home via a weekly folder. Parents are asked to sign and return all tests, progress reports, and report cards.

TELEPHONE USE/MESSAGES FOR STUDENTS

PARENT/STUDENT/GUARDIAN COMMUNICATION

During the school day, students who need to communicate with a parent/guardian shall do so via the school phone with the permission of the adult in charge. According to the Commonwealth of Virginia Executive Order 33, students may not use cell phones, ear buds, OR smartwatches at any time during the school day, Extended Day Program, while attending after school activities, or at dismissal while still on the school grounds. If a child brings a cell phone, ear buds, or smartwatch to school, the school is not responsible for any loss or damages that may occur.

If it is necessary for a student to bring a cell phone or Smartwatch to school, the following conditions apply:

- Cell phones/smartwatches/earbuds must be turned off and turned in to the school office at the beginning of the day
- Devices are to remain off until the student leaves campus either in their parent/guardian's car, or once they depart from the Park Avenue exit as a walker.
- Cell phones/smartwatches/earbuds may not be kept in backpacks, lockers, desks, lunches, jackets or uniform pockets
- The cell phone/smartwatch/earbuds must have student identification on it
- Students may not use cell phones/smartwatches to take photographs, download pornographic or other inappropriate material
- Cell phones/smartwatches may not be used to send text messages or other communication during the school day.

CELL PHONE*/SMARTWATCH** VIOLATION CONSEQUENCE

No warnings will be given prior to the enforcement of consequences:

- 1st offense: cell phone/smartwatch is taken to the office and the student may pick it up from the office at the end of the day
- 2nd offense: cell phone/smartwatch is taken to the office and the student's parent/guardian is required to pick it up at the end of the school day.
- 3rd offense: cell phone/smartwatch is taken and kept until a parent meeting is scheduled with the principal or her designee and a plan is established as to how to proceed for the rest of the school year.

Misuse or abuse of the school cell phone/Smartwatch policy will be handled as a disciplinary matter by the school administration.
*Cell phones include those phones that do not connect to the internet.

**A smartwatch is defined as a portable device designed to be worn on the wrist that supports apps, connects to the internet, and has the capability to make/receive calls and text messages.

Examples of smartwatches include but are not limited to the following:

-Gizmo Watch, Apple Watch, Garmin Watch, Galaxy watch, Fitbit Sense, Fitbit Versa 2, Fitbit Versa 3, Vtech watch, Prograce watch, TickTalk watch
-Any device that meets the above criteria are also considered smart watches.

***Activity trackers are permitted only if they cannot be used to access the internet or make/receive phone calls and text messages.*

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather-related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for the summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

If, during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to, weather, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be counted as instructional days.

Saint James Catholic School follows Falls Church City School System for delayed openings and closings due to inclement weather. This will be announced on the radio and television. Text notifications can be received by enrolling in Saint James Catholic School text group by texting "Y" or "YES" to 67587.

In the event of a delayed opening, preschool will be closed.

PHOTOS AND OTHER MEDIA

Parents/guardians may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Waiver/Right to Object Form (*Appendix N*). All student or parental publications are subject to review and approval by the school administration prior to publication.

MEDIA CENTER

All materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

Parents, guardians or teachers who object to print or multi-media materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school media center should complete Objection to Content Form for Library Materials (*Appendix K-1*). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

Field trips are considered an extension of the school day and the code of conduct will apply.

A permission form signed by a student's parent(s)/guardian(s) must be obtained prior to a student participating in each activity (*Appendix R*, available in PowerSchool).

Each field trip must be adequately chaperoned, and chaperones must carry with them, in a sealed envelope, a copy of the Parent Permission Form for School Sponsored Trip Participation for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.

1. A chaperone is defined as an adult volunteer (at least 21 years of age) that has been delegated by the appropriate staff person and has oversight or supervisory authority over youth during the school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the diocesan staff person designated to have oversight of a particular event or activity and its leaders.

2. All chaperones must be rated compliant by successfully completing the paperwork, background check, and safe environment training (currently known as VIRTUS) through the Diocese of Arlington.

3. Chaperones with CPR and First Aid training and those with MAT (medication administration training) certification must be identified and known to all other chaperones.

4. All chaperones will be given a copy and comply with the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington. (See Appendix G-1)

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

1. Youth weighing less than 100 pounds may not be seated in the front seat.

5. Phone calls and texting are not permitted while driving.

6. Parents/guardians are to be furnished with detailed written information about the field trip and must be given the opportunity to "opt out" their children from the field trip.

7. Teachers and other school employees should not drive students in their personal vehicles.

8. It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.

9. School-sponsored ski trips are not permitted.

10. All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

11. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip/experience.

CHAPERONES FOR SCHOOL ACTIVITIES/TRIPS

Chaperones are expected to comply with all school and diocesan policies while supervising students. This includes adhering to the requirements of the diocesan VIRTUS: Protecting God's Children Program. Under no circumstances are chaperones to be under the influence or consume alcoholic beverages while chaperoning students. Teachers will confirm with parents/guardians interested in chaperoning a specific trip after verifying VIRTUS status and the needs of that particular event/field trip.

OVERNIGHT TRIPS

Overnight trips, including eighth grade graduation trips, are not permitted for elementary students.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Principals may permit students in grades 7 and 8, with permission of their parent/guardian, to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day. From time-to-time it has been the case that world or local events raise concern about the advisability of school-sponsored student participation in the March for Life and related events. When this happens, principals should use prudent judgment when deciding on attending the March and should consider appropriate alternatives that can be conducted at the school level.

GRADUATION REQUIREMENTS/CEREMONIES

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be simple and dignified.

The Liturgy is highly recommended. Certificates signifying completion of studies may be given upon completion of 8th grade.

PARENT ORGANIZATIONS

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations support the principal to advance the school's mission.

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal or designee for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

FUNDRAISING

Any program of generating additional revenue must have the approval of school leadership (pastor, principal). These activities should be organized and executed so that the school program is not interrupted. Students may participate in, and cooperate with, worthy collections and fundraising projects conducted by the school or their parish.

TRANSPORTATION/PARKING

Saint James Catholic School has three parking lots: "A" Lot, which faces the church on Spring Street, "B" Lot, which is next to the Knecht Gym, and the Faculty Lot, which faces Broad Street. The Faculty Parking Lot is to be used only by faculty and staff during school hours. This lot may not be used for morning drop off or pick up at dismissal. This is to ensure the safety of the students.

A LOT (Families whose oldest child is in grades K-4):

Morning Drop Off: grades K-2 enters door #12, 3-5 enters door #18, grades 6-8 enter door #15 (breezeway door)

1. Enter parking lot near the STOP sign on Park Avenue
2. Circle parking lot to the Primary Building/Heller Hall
3. Pull as far forward as possible and drop off children at the sidewalk paralleling the primary building
4. Drivers are to remain in their cars
5. Adult Staff Members/Student Safety Patrols will open and close car doors to assist students in exiting the vehicle
6. For the safety of our students and staff, drivers need to stay in the line and not drive around other cars that are ahead of them
7. Depart via exit closest to the primary building/Heller Hall onto Park Avenue.
8. Parents/guardians who need extra time or assistance to unload students, should pull into a parking space in the middle of A-Lot, where additional help and time can be given by staff.

Afternoon Dismissal*

The lot will close at 3:08 p.m. to ensure the safety of the children and reopen for additional cars once all children are securely in their vehicles.

1. Enter parking lot near the STOP sign on Park Avenue
2. Form columns of cars facing the Primary Building/Heller Hall
3. When the **1st whistle** blows, parents will guide students to vehicles.
4. When all car doors are closed, the **2nd whistle** blows to dismiss traffic
5. A teacher, staff member, or adult designee will direct traffic
6. Exit parking lot onto Park Avenue via exit near Primary Building/Heller Hall
7. Cars arriving after 3:08 p.m. need to form a line on Spring Street and wait for a school supervisor's signal to enter the lot
8. The same pattern will be duplicated after the first round is finished
9. If your child is not in your car when cars begin to exit, please exit the parking lot and re-enter the pick-up pattern

Parents/guardians who choose to park on the street for dismissal will need to wait to

retrieve their child/children until the parking lot has cleared. Students of parents/guardians who have parked on the street will be considered walkers.

B LOT (Families whose oldest child is in grades 5-8. Siblings go to lot of oldest sibling.):

Morning Drop Off: grades K-2 enters door #12, 3-5 enters door #18, grades 6-8 enter door #15 (breezeway door)

1. Enter at Park Avenue gate
2. Pull as far forward as possible, parallel to the breezeway of Knecht Gym. A second, parallel column may also be formed if the first column of vehicles interferes with Park Avenue traffic
3. When signaled by the principal, teacher, or adult designee, students may exit cars and walk along the breezeway to their respective school entrance areas
4. Drivers are to remain in cars. Adult Staff Members/Student Safety Patrols will open and close car doors to assist students exiting vehicles
5. Exit right or left onto Oak Street
6. For safety, please do not turn left from Oak Street onto Route 7 (Broad Street)

Afternoon Dismissal*

The lot will close at 3:08 p.m. to ensure the safety of the children and reopen for additional cars once all children are securely in their vehicles.

1. Enter at Park Avenue
2. Form columns, 6 cars each, facing Oak Street.
3. Fill lane one (6 cars deep), then fill lane two, then three, etc.
4. All cars park in the lanes. Drivers are encouraged to stay in or near cars.
5. Students will wait along Knecht Gym breezeway until dismissed to their cars
6. When the faculty supervisor gives the **1st whistle** signal, all students may walk to their cars
7. At the **2nd whistle**, all students should be in cars with the door closed
8. A teacher, staff member, or adult designee will direct traffic
9. Cars are to exit right or left onto Oak Street.
10. Drivers are asked to not turn left from Oak Street onto Route 7 (Broad Street).
11. If your child is not in your car when dismissal begins, please exit to the left and re-enter the pattern again.

Parents/guardians who choose to park on the street for dismissal will need to wait to retrieve their child/children until the parking lot has cleared. Students of parents/guardians who have parked on the street will be considered walkers.

EARLY PICK UP FOR APPOINTMENTS

If your child becomes sick during the school day or has an appointment during school hours, please park in A Lot, closest to the school. Enter the building through the main door on Broad Street. Inform the front office staff who will call your child to the office for dismissal. Parents may not go directly to classrooms. Any dismissal changes **must** be reported to the main office by 2:35pm

(1:35pm on Wednesdays). Please note that signing your child out after 2:45 PM (1:35pm on Wednesdays) is **not** possible**;** as teachers, students, and office staff are preparing for dismissal at that time.

If a child needs to leave school with an individual other than a parent/guardian, the parent must give written permission and the named person picking up the child must be on file with the office. School personnel will ask for their identification.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS AND REQUIREMENTS*

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

To be eligible to receive funds from this program, students must satisfy all of the criteria described below:

a. Student is a baptized Catholic or convert officially received into the Church.
b. Family resides within the boundaries of the Diocese of Arlington.
c. Family is registered and an active member of the parish.
d. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington.

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

***Incomplete applications will not be considered for Tuition Assistance.**

SCHOOL TUITION POLICIES

A family's tuition obligation continues even if the school shifts to a virtual model. The education

of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

PAY IN FULL

Pay in full by August 1, 2027 for a $300.00 discount. Checks may be made payable to "Saint James Catholic Church" and mailed or dropped off in person at the main office. Payment in full may also be made through the FACTS Tuition Management program for a $25 fee.

PAYMENT OPTION

Families may opt to pay tuition in payment plans through the FACTS Tuition Management Program. Details may be found on the school website.

OTHER TUITION POLICY INFORMATION

Please visit FACTS to apply; the application is available only online, in both English and Spanish. Please notify the Director of Admissions, to confirm enrollment.

Registration fees are due at the time of registration and are non-refundable. Registration fees will be refunded to families who provide documentation dated after March to relocate for work from the government, military, or other employer.

Enrollment is complete only with full payment of fees and registration forms by March of the year prior to school commencing, and current fees/tuition paid in full by May 30 of the year prior to school commencing.

Saint James Catholic School holds the right to withhold report cards, transcripts, and diplomas for outstanding balances. Parents/guardians agree to abide by the policies and of Saint James Catholic School and to pay tuition and other applicable fees in a timely manner.

TUITION AND OTHER FEE SCHEDULES

See Appendix (TU) for current school year tuition and fee schedules.

See Appendix (ED) for current school year extended day tuition and fees.

VI. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and fans display respect, civility, and responsibility in words and actions before, during, and after all athletic contests and/or practices. These policies are developed to assist the schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct may participate in co-curricular and extracurricular activities.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. Girls are not allowed to participate in boys football and/or wrestling activities. Male wrestlers may not compete with female wrestlers from other schools at any time.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary- and middle school-based athletic program participation is required, excluding parish CYO.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to travel to and from practice and games in a privately owned vehicle must have a written permission from their parent/guardian.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/after-care program, or participating in a school-sponsored activity (such as athletics or theater).

USE OF BUILDINGS FOR EXTRACURRICULAR ACTIVITIES

The Pastor reserves the right to determine which groups may use the Parish and School

Buildings for meetings. The use of the Knecht Conference Room, Gym, or Heller Hall must be approved and scheduled through the Parish Office. The use of classroom space/cafeteria/library, etc. after school must be approved by the principal and scheduled through the administrative assistant to the principal, who can be reached at (703) 533-1182 ext. 102.

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents/guardians, faculty, and students work together to create a Catholic school environment. These basic components include:

a. Teachers have a right to teach. No student will stop the teacher from teaching.
b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

a. will be honest and committed to integrity.
b. will be respectful and courteous toward all teachers and adults.
c. will refrain from harassment of any kind.
d. will use appropriate language.
e. will speak respectfully to and about others.
f. will complete all assignments and participate fully in class.
g. will respect all school and personal property (see *Care of School Property*).
h. will refrain from any deliberate disruption in the school.
i. will adhere to the school's cell phone policy.
j. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.
k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities.
l. will be present for all required activities unless officially excused by the administration.
m. will adhere to the dress code (see *Dress Code).*
n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
o. will not leave school grounds during the school day for any reason without permission

from the principal/administration.

p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

q. will maintain, and support others who maintain, a safe and drug-free environment at school with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous is forbidden (e.g., vaping devices and e-cigarettes) will results in suspension or expulsion from school.

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations apply to verbal, written, and electronic communications and student use of the internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents/guardians to assist the students in developing a strong Christian attitude toward life.

Saint James Catholic School has developed a virtue program based on our school mission statement, philosophy of learning, and the school pledge. Each month the children are introduced to the month's virtue and related practices. At the end of each month, a student from each homeroom is recognized for their embodiment of that month's virtue. As a school community, we strive to grow in faith, hope, and charity, modeling the example of Mary, and rooted in Jesus.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1,000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity). If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to

any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1,000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If a violation of the law has occurred, the proper law enforcement agency will be contacted.

A student shall not possess or use drug paraphernalia, including, but not limited to: e-cigarette delivery devices, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property or on school property (e.g., lockers). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

A student shall not possess, use, or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nunchucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to another student or adult, that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted. In consultation with the Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

DISCIPLINE

An important goal for Catholic Education is for students to learn self-discipline which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to

safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons, and those in authority.

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

In light of our Faith and Saint James ROCKETS virtues, students who are caught cheating as either the recipient or the giver of information, will automatically be given a zero on the assignment as well as being given a detention.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

a. Counseling and/or conference with student
b. Conference with parents/guardians
c. Assignment of special tasks
d. Denial of privileges
e. Detention
f. Probation
g. Suspension
h. Expulsion

SPECIFIC DISCIPLINARY POLICIES

God created each person in His image and likeness; therefore, each student is expected to grow in wisdom, maturity, and grace. These qualities are evidenced by self-discipline, which shows respect toward all charged with authority over them and toward their fellow students. It is also shown in the maturity to make appropriate choices and to accept the consequences of those choices.

Demerits will be issued after verbal warnings in grades 5-8. The Demerit Slip serves as a communication to both student and parent that a student's conduct is unacceptable and needs to be improved. The Demerit Slip will be signed by parent and student, and returned to the homeroom teacher the next school day after the Demerit has been issued. Each trimester is considered a clean slate for the student.

Demerits will be issued for, but not limited to, the following:

- Violations of the school Code of Conduct (see Code of Conduct section of this handbook)
- Repeated lack of written homework or preparation for class
- Failure to return a parent notice
- Dress code violation (after one warning)
- Chewing gum
- Continual disruptive behavior in church, class, cafeteria, schoolyard, or other school function
- Unexcused absence from, or tardiness to class during the daily schedule
- Possession of an unapproved electronic device

Accumulation of **five demerits** within a trimester will warrant a detention.

If a student acquires **three detentions** within a trimester, an automatic in-school suspension will be issued.

Examples of behaviors warranting Automatic Detention:

- Blatant, public disrespect to faculty, staff, or volunteers
- Deliberate disobedience to authority
- Cheating, including plagiarism
- Fighting
- Bullying/harassment
- Unauthorized or inappropriate use of technology

The principal or her designee, retains the right to issue an in-school, or out of school, detention/suspension if warranted.

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school

in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

A student who is given a suspension is responsible for making up all class work that was missed while on suspension. He/she will have one day for each day of suspension to make-up missed class and homework.

Students who are suspended from school will be placed on an improvement/behavior plan upon their return to school.

Parents/guardians of students who have received multiple suspensions will need to meet with the principal prior to the student returning to school to determine the viability of the student's continued enrollment.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

a. a serious infraction of school rules occurs;
b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
d. a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent/guardian whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENT

Unless provided with a court-issued warrant, the head of school or principal and the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student about alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

a. The principal, the assistant principal, or the principal's designee shall be alerted.
b. The police officers shall report to the principal's office.
c. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to questioning.
d. The principal or a school representative shall be present.
e. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned, has vís-a-vís other students, exclusive use of the locker or desk but has no proprietary rights versus the school. The school will cooperate with any police request to search lockers or desks.

Sixth through eighth grade students are assigned a specific locker for use during the school year and are given a lock. Only the student to whom the locker has been assigned may use that particular locker. Students are expected to keep the locker clean and neat and to refrain from storing food or other non-school items.

Students may only use their lockers in the morning, during class changes, at lunchtime, and prior to dismissal. If a student needs to use the locker at any other time, in particular during a class period, the student must have permission of the homeroom or specific classroom teacher.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Since many textbooks are used for several years, students are required to cover their school textbooks. Students are assigned a numbered textbook at the beginning of the school year and will be required to return the same textbook, in good condition, at the end of the school year. Marking in textbooks is not permitted. Students will be charged replacement costs for textbooks that have been lost or returned in unacceptable condition.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform and dress code rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Students must be properly dressed, observing school dress code regulations when they arrive on school property in the morning until they leave school property at the end of the day. The dress code is to be observed on field trips unless otherwise announced by the Administration. All parts of the uniform, to include the gym uniform, must be purchased from the uniform company that

serves the school (listed below). Parents are urged to monitor the fit and condition of their student's uniform to ensure ongoing compliance with the school's dress code.

The sole distributor authorized to sell Saint James Catholic School uniform is:

FLYNN & O'HARA
Fair City Mall
9650 Main Street Fairfax, VA
(703) 533-7340
www.flynnohara.com

Students whose medical condition dictates the necessity to deviate from the uniform guidelines must provide doctor's documentation dictating conditions necessary for such deviation.

Final decisions regarding the school uniform rest with the principal/administration.

See Appendix (UG) for school uniform guidelines, gym uniform, field trip, and out of uniform dress guidelines.

See Appendix (GS) for grooming standards.

The Administration is ultimately responsible for the environment of the school and therefore, the principal, or his/her designee, reserves the right to make judgments about inappropriate dress. When, in the opinion of the principal, or his/her designee, a dress code violation has occurred, the student and parent(s) must cooperate in correcting the violation promptly.

PENALTIES

Any student not conforming to dress code will be sent to the office in order to be issued a compliant article of clothing for use at school that day. If necessary, the parent/guardian will be contacted to bring the appropriate uniform or article of clothing to school. The student will be responsible for all missed class assignments while out of class. Repeated non-conformity to the dress code will result in the award of demerits. Additionally, a pattern of non-compliance to dress and grooming standards will be indicated on the student's report card and may require a parent meeting with the school administration.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

Examples include:

a. Aerosol sprays
b. Guns, knives or anything construed as a weapon (or any facsimile)
c. Laser pointers

d. Skateboards
e. Walkie-talkies
f. Matches/lighters or flammable material
g. Glass containers
h. Vape pens/vaping devices

Should a student bring a questionable item to school or use any item in an inappropriate or threatening manner, the student will be referred to the principal and the matter will be handled as a disciplinary case.

Laptops and other technology aids that may be used, by a student, for educational purposes, or in support of a Student Assistance Plan (SAP) must be approved by the principal or the principal's designee. No student may utilize these aids to store and/or retrieve information that may invalidate a test or to transmit test information from one student to another.

PLAYGROUND REGULATIONS

Students are expected to follow the Code of Conduct as listed in the section of this handbook titled: *Student Responsibilities & Behavior – Code of Conduct*, during indoor and outdoor recess. Playground monitors have the right and responsibility to report any student who violates the Christian behavior expected of all students. In addition, students are expected to follow the specific playground guidelines listed below:

a. Walk in an orderly line to the designated play area with the playground supervisor
b. Remain in the area until the bell rings
c. Use all equipment in an appropriate manner
d. Return equipment to the playground supervisor at the end of recess
e. Do not climb on trees, swings, slides, fences, poles, or basketball hoops
f. Do not hang on basketball hoops or soccer nets
g. When playing a ball game (basketball, touch football, soccer, etc.), be mindful of those students who are not a part of the game, avoiding contact with them
h. Make every effort to include all students who wish to participate in games
i. Play fairly, following the rules of the game
j. When the bell rings, students should walk quietly to their assigned line
k. Use language that is appropriate for a Catholic school environment
l. When adult in charge gives the signal, students should proceed to the classroom or cafeteria quietly and in an orderly line
m. Should the emergency whistle blow, all students shall walk quietly to the gym

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven. All students at Saint James Catholic School, regardless of grade, may not use or request use of microwave ovens to heat or prepare their meal.

CAFETERIA BEHAVIOR

Appropriate behavior in the cafeteria includes, but is not limited to the following:

a. Show respect to all adult monitors
b. Walk
c. Wait until your grade is called to buy food items
d. Use "inside voice"
e. Exercise good table manners
f. Do not share food
g. Do not throw food
h. Sit appropriately at tables
i. Raise hand if assistance is necessary
j. Remove all trash and check area prior to departing
k. When dismissed, wait quietly until your grade is called

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

Parents/guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee, or volunteer.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well.

In accordance with the *Code of Virginia*, (Section 63.2–118, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel."

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

STUDENTS WITH SUICIDAL IDEATION

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to any adult, that he/she wants to harm or kill him/herself, it is the responsibility of that adult, school counselor, school nurse or administrator to

investigate this further. The school may require documentation and information regarding the threat to self and request accommodations that may impact their academics or social interactions while at school.

ACCIDENTS AND FIRST AID

The parents/guardians of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including, but not limited to, the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents/guardians.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the "feels like" temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

GENERAL ILLNESS PROCEDURES

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines.*

Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If parent or guardian is not available, the emergency contact will be called. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school. This policy also applies to resuming after-school and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

When a student becomes ill in class or requires first aid, the classroom teacher will send the student to the school nurse for appropriate action. If the student has a fever or needs additional attention, the nurse will contact the parent or other adult identified on the school emergency card. A mask may be placed on a sick student while waiting in the clinic or office until picked up by a parent or designated person.

If it is determined that a student should be sent home, the parent should come to the school office and sign the student out within an hour of being notified. The front office manager will call the nurse who will escort the student to designated adult.

Rashes of unknown origin must be diagnosed and obtain a doctor's or healthcare provider's not to return to school.

MEDICATION ADMINISTRATION OVERVIEW

All school clinic, administrators, and staff are required to administer medication within the framework of the procedures outlined in diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

b. After the first dose of any medication has been given at home;

c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;

d. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;

e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication;

g. For any medication, parents must document the number of tablets or dosages to be secured

for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein and/or other OTC supplements will not be administered unless directly requested by a physician with a health treatment plan (*Appendix F-6*);

i. Students should not attend school while taking prescribed Schedule II narcotics (e.g. Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications.

j. Benzodiazepines (e.g. klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications to be shared with other students.

If a student with a known condition warrants oxygen treatment at school, the treating LHCP and registered nurse shall develop a written plan of treatment including all equipment and supplies.

The Diocese of Arlington does not permit the use, possession, or transfer of marijuana including Cannabidiol (CBD), Tetrahydrocannabinol (THC-A) and Cannabis Oil, for any purpose. Students who qualify under local law to use marijuana for medical purposes may not possess, store, use or share marijuana on school property or school-sponsored events.

PICC Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home, not at school.

When the medication is epinephrine, trained school employees are permitted to administer EpiPen injections when:

a. the parents advise the staff most directly involved with the student of the situations when an EpiPen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the EpiPen with a suitable demonstration);

b. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;

c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the EpiPen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriate educated on its use.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is suspected in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

A student is NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case-by-case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, EpiPen).

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal, or trained designee. No student is to carry/possess medications without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (*Appendix F-6*). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent/guardian indicates in writing that the student cannot do this.

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

LIFE THREATENING ALLERGY POLICY

Schools will utilize current resources and reputable materials such as: Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents/guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to:

teacher(s), food service, bus drivers, and janitorial staff.

At Saint James Catholic School, we take many steps to provide a safe and healthy environment for all students. To prevent accidental ingestion of allergens and life-threatening reactions, food provided for the whole class or school must be commercially prepared, prepackaged, with a label. Only items made without peanuts and tree nuts may be shared. Items made in a plant that shares equipment that processes peanuts or tree nuts will not be distributed to the class. Home baked goods are not allowed. Class projects involving a food item to be shared with the entire class, must be prepackaged with a label as well. Additionally, parents may provide allergy prone students with "safe" foods for classroom activities involving food.

CONCUSSION AND HEAD INJURY POLICY

A concussion is both a medical and an educational concern. It can affect a student's health, thinking, learning, and participation in school activities. Because of this, recovery often requires coordination between health care providers, school staff, and families.

When a student is diagnosed with a concussion, the parent/guardian must notify the school and provide written documentation from a licensed health care provider. School staff will work with the family and the health care provider to determine appropriate temporary academic or activity adjustments that support the student's recovery.

Students recovering from a concussion may need a gradual "return to learn" (academic activities) and "return to play" (physical activity and sports). Adjustments may include changes to workload, rest breaks, reduced screen time, or temporary limits on physical activity.

In most cases, additional medical documentation may be required to confirm that a student is cleared to return to full academic and physical activities without accommodations.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

SPECIALIZED STUDENT CARE NEEDS

The parent/guardian of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the student's

healthcare management, special emergency procedures, or behavior at school.

In order to provide the best environment to support the student, it is imperative that the parents/guardians consistently communicate with the school regarding the health status and needs of their child.

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff. Parents will always be contacted in incidents of soiling.

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age-appropriate protocols for the student population.

USE OF CRUTCHES

An order and/or statement from a licensed healthcare provider is required to use crutches, braces, casts, slings or other orthopedic or assistive devices at school. More importantly, the statement is expected to include activity restrictions and timeframe for the activity restriction. If a clearance to resume full activity is needed based on the initial provider note, a follow up note will be expected to indicate clearance. If a student arrives at school with an orthopedic/assistive device without a licensed healthcare provider order and/or statement, the parent will be called to take the student home.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of great importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

a. No daycare/preschool, elementary, middle, or secondary school student may attend class

without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).

i. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one of more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made

ii. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience" and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time, as per the instructions of the State Health Commissioner and the public health department.

b. Students who have traveled or resided in a foreign country for three months or more where tuberculosis is common are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

c. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. (See General Illness Procedures.)

d. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

e. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics due to the liability associated with the vaccination of children. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or

federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.

LICE

All students identified as having an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

If a student is suspected of having lice during the school day, the student will be checked by the school nurse. If this is determined to be positive, the student's parents will be contacted and the student must be sent home for appropriate treatment to eliminate the lice. If a parent discovers that his/her child has lice, the parent must contact the school nurse and keep the child home to complete treatment. Should an active case of lice be identified in the school, a notice about the presence of lice will be sent to the parents of classmates.

ANIMAL AND HUMAN BITES

If a bite by a student or animal occurs during school, the school nurse will follow nursing protocol and parents/guardians will be notified. Protocol for biting includes cleaning the wound, bandaging the wound, and checking on the immunization status of the student(s) involved. If skin is broken, follow up with a healthcare provider is recommended.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and Human Immunodeficiency Virus (HIV) and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health, which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type

of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

The Director of Facilities, in consultation with the principal, will conduct monthly emergency drills. The Falls Church Fire Department supervisor checks annually for compliance with local regulations and provides information and recommendations to ensure the safety of all Saint James Catholic School students and buildings. Saint James Catholic School follows the directives found in the Diocese of Arlington's Crisis Management Handbook. Students are trained to respond to various events according to the school's crisis management plan. If students need to evacuate the building, for reasons other than regular drills, they will go to their designated location and wait until the situation is assessed. If it is necessary for the students to move further away from the buildings, students will go to the assigned off-campus locations. Parents will be kept appraised of procedures via School Messenger by texting "Y" or "YES" to 6758.

HARASSMENT

"Harassment" is threatening, intimidating, demeaning, humiliating or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:

- Has the purpose or effect of creating an intimidating, demeaning, humiliating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance.

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese of Arlington prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats, and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the school community who engage in harassment of other school community members at any location, including online environments, and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if the school learns of harassment outside of school and is able to verify the harassment has occurred, appropriate action will be taken to maintain a safe and respectful work and academic environment.

As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school that occur outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all potentially illegal behaviors and/or threats to engage in illegal behavior are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Students Reporting a Concern

If something happens to you or a friend that makes you uncomfortable or worries:

1. Tell a teacher, counselor, nurse, principal, or other trusted adult at school.

2. Tell a trusted adult outside of school.

Students will not get in trouble at school for telling an adult about a concern. Speaking up helps keep everyone safe.

Parents/Guardians: Reporting a Concern

If a parent or guardian is aware of potentially concerning behavior, they are encouraged to share this information with school staff, including their student's teacher counselor, or principal.

Our school uses a standardized response system to teach students and adults how to notice problems early and how to help each other in a caring way. This system is also used to review concerns and complaints in a consistent manner.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

"Sexual harassment" is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature"; includes, but is not limited to, the deliberate making of unsolicited gestures or comments, or the deliberate display of sexually graphic materials which are not necessary for school purposes, either in person or via any media source.

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

Sexual abuse/assault is physical contact with a sexual or intimate part of the body without consent. It includes various forms of sexual intercourse as well as lesser forms of sexual touching. Further:

1. Sexual or intimate body parts include, but are not limited to: breasts, buttocks, genitals, the groin area and upper thighs.

2. Lack of Consent: occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting to a sexual act, or when one has explicitly indicated a lack of consent or when the circumstances make it obvious that consent has not been given.

3. Circumstances that make it obvious that consent has not been given include, but are not limited to: (1) being too intoxicated to say "no" or resist, (2) being asleep and therefore unable to consent, or (3) situations in which someone is deemed to be physically or mentally incapable of giving valid consent, whether due to the use of intoxicants or any other reason.

Behaviors which can be considered to be sexual harassment:

1. Unwelcome verbal harassment of sexual nature.

2. Unwelcome pressure to engage in sexual activity.

3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.

4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.

5. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

7. The use of photos taken with or without the person's knowledge and distributing them on social media with or without crude or sexual comments.

8. Sexting, defined as sending or receiving or forwarding sexually explicit or suggestive messages, images or videos, real or digitally generated, via cell phone, social media or other digital platforms. This behavior will result in disciplinary action up to and including expulsion and notification of law enforcement.

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities or CPS, if applicable Schools will cooperate with law enforcement if they have been notified of any illegal or potentially illegal conduct. During the investigation of an alleged crime, the suspected student perpetrator may be asked to remain off campus or be restricted in his/her movements at school.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted school employee. If a student makes a report, the school employee will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted school employee, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment/abuse made in good faith.

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police**.

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this policy while the student is attending a diocesan school and for one-year post-date of graduation and any such scenario will result in dismissal of the adult involved. This policy also prohibits "sexting" between students and employees or employees of contracted service providers as well as the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

In an effort to prevent/address sexual harassment/abuse, students in grades 6 to 12 must annually receive appropriate age level instruction pertaining to harassment by September 30 th of each

school year. Schools are encouraged to use the education modules provided by the Office of Catholic Schools.

BULLYING

"Bullying" is intentionally aggressive behavior, repeated over time, that involves an imbalance of power and the ongoing nature of this behavior leaves the victims feeling powerless and fearful.

"Rude" is inadvertently saying or doing something that hurts someone else. In children this takes the form of social errors. Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

"Mean" is purposefully saying or doing something to hurt someone once (or maybe twice). Unlike unthinking rudeness, mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Both rudeness and mean behavior require correction, they are different from bullying in important ways that should be understood and differentiated when it comes to intervention.

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate another person; involves a real or perceived power imbalance between aggressor or aggressors and the target; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary/developmental teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

1. Physical intimidation or assault

2. Extortion or blackmail

3. Oral or written threats, including text messaging

4. Malicious teasing

5. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance

6. Putdowns

7. Name calling

8. Threatening looks

9. Gestures or acts of aggression (overt and covert)

10. Cruel rumors & false accusations

11. Social isolation

12. Cyber bullying

School personnel will not tolerate any bullying on diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, students and parents/guardians who become aware of an act of bullying are expected to report it to appropriate school personnel (e.g., head of school/principal, teacher, school counselor). Staff members who become aware of an incident of bullying or cyberbullying are expected to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(s)) and investigate as appropriate. This investigation may include interviews with students, parents/guardians and school staff, review of school records, and identification of parent/guardian and family issues. Any student who retaliates against another for reporting bullying will be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

1. School counseling; outside professional counseling, or both

2. Parent/guardian conference

3. Detention

4. Suspension and/or Expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement.

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Hazing is prohibited. School personnel will not tolerate any hazing on diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(s)) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting hazing will be subject to appropriate consequences.

Consequences for students who engage in hazing shall depend on the results of the investigation and may include (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

a. School counseling; outside professional counseling, or both
b. Parent/guardian conference
c. Detention
d. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement.

RACISM

"Racism" is the sin that says some human beings are inherently superior and others essentially inferior because of races. It is the sin that makes racial characteristics the determining factor for the exercise of human rights. It mocks the words of Jesus: "Treat others the way you would have them treat you."; (US Catholic Bishops. (1979). Pastoral Letter on Racism. USCCB). Indeed, racism is more than a disregard for the words of Jesus; it is a denial of the truth of the dignity of each human being revealed by the mystery of the Incarnation.

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized. This includes any comments,

jokes, gestures or behaviors – whether in person or online – that demean, stereotype, or exclude someone based on race, skin color, ethnicity, or cultural heritage.
Examples include but are not limited to:

a. Discrimination
b. Victimization
c. Oral or written threats, including text messaging
d. Malicious teasing
e. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance
f. Putdowns
g. Name calling
h. Threatening looks
i. Gestures or acts of aggression (overt and covert)
j. Cruel rumors and false accusations
k. Social isolation
l. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of racism to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

In cases of reported racism, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting racist behavior will be subject to appropriate consequences.

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

a. Counseling
b. Parent/guardian conference
c. Detention
d. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of racism to law enforcement.

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

VIDEO SURVEILLANCE CAMERAS

School leadership at each individual school must install video surveillance cameras in order to maintain a safe and secure environment.

1. Video surveillance cameras must be placed in public locations deemed appropriate per diocesan policy. Such locations must include, without limitation, school entrances/exits, lobby areas, hallways, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

2. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.

3. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools will provide notice to staff, students and parents/guardians, by means of inclusion of this policy in their respective handbooks that video surveillance will occur on school property. In addition, school leadership will install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance will occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and confidentiality.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee, and, only will be released where permitted by law and consistent with the confidentiality of student records.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, General School Policies, regarding fees to utilize this program. Parents/guardians must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, Academics, but including the section on Technology), apply to the Extended Day Program.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents/guardians that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools are religiously exempt from licensure and are classified as a "religiously exempt child day center."

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.
For all over-the-counter skin products:

a. Written parent authorization noting any known adverse reactions shall be obtained;

b. Shall be in the original container labeled with the child's name;

c. Does not need to be kept locked, but shall be inaccessible to children under five years of age;

d. Any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

e. Children nine years of age and older may administer their own sunscreen if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a

credit for child and dependent care expenses, the program staff will complete and return to the parent/guardian any W-10 that is sent in, provided Part II is already completed by the parent/guardian.

PARENTAL/GUARDIAN INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent/guardian shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

SCHEDULE OF OPERATION

The Saint James Catholic School Extended Day Care Program offers before and after school care on days that school is in session.

Morning	7:00 a.m. – 7:35 a.m.
Afternoon	3:00 p.m. – 6:00 p.m. (M, T, Th, F)
Afternoon	2:00 p.m. - 6:00 p.m. (Wed)
Early Release	11:00 a.m. – 6:00 p.m.

While the administration acknowledges that emergencies do occur, please be advised that any child not picked up by 6:15 p.m. three times during a school marking period (trimester) will not be permitted to continue using the Extended Day Program. If a parent is delayed en route picking up his/her child and will be later than 6:00 p.m., the parent is asked to email the Extended Day Program Director at aftercare@saintjamesschool.org to provide information about the situation. Please note that late fees of $5 per minute per child will apply for pickups after 6:00 pm. The Extended Day Program is closed at 6:30 pm at the latest.

INCLEMENT WEATHER

If Falls Church City Public Schools has a 1 to 2-hour delay in school opening, there will be a 1 to 2-hour delay in opening morning Extended Day Program. If Falls Church City Public Schools has an early dismissal due to inclement weather, the Extended Day Program will be closed. All Extended Day Program students will be dismissed early.

PERSONNEL

The staff consists of the following:

- Director
- Assistant Director
- Counselors (16+)

The appropriate ratio of adults (18+) to students will be maintained according to licensing requirements. The Extended Day Program follows a ratio between the Virginia state ratio of 1:20

and the federal recommendation of 1:10. Staff age 16+ are considered in the student ratios, not the staff ratios, and have reduced duties.

STRUCTURE

Children are divided into groups according to grades. Each group has assigned counselors daily. The program is intended to:

a. Provide an atmosphere of safety and support
b. Foster the healthy growth and development of children – spiritually, physically, mentally, socially and emotionally
c. Provide a stimulating environment to help in the growing process of learning and self-esteem
d. Meet the individual needs of each child, and work with the child's family and teachers as appropriate for the child's well-being.

ATTENDANCE – SIGN IN/SIGN OUT

Morning Extended Day Program children must be signed in by a parent or guardian upon arrival in the school building.

Attendance will be taken by the Extended Day Program staff for afternoon students. Parents/guardians must sign out the child at the time of pick-up.

Children dismissed from their classrooms to afternoon Extended Day Program are not permitted to leave the Extended Day Program unless signed out by a parent or guardian. Children who are participating in after school activities such as enrichment, foreign language class, sports, or scouts, must first go to their activity before signing into Extended Day Program. After the activity ends, the teacher/instructor will walk the students to the Extended Day Program and notify the Extended Day Program Director that new students are arriving, and from which activity. Note that only students already registered for Extended Day Program can attend. All other students must be picked up in A-Lot. As needed, the activity teacher/instructor will need to wait with the student until their parent/guardian arrives and a handoff procedure takes place.

Children will only be released to a parent, guardian, or other authorized person designated in writing by the parent. If a child will not be attending the after-school Extended Day Program, it is the responsibility of the parent to inform the Extended Day Program Director. Any changes in a child's schedule should be sent, in writing, to the Extended Day Program Director, the child's teacher, and the main office, at least 24 hours/1 school day prior to the schedule change.

RESTROOM USE

Students should be respectful to others when using the restrooms on school grounds, and not stay in the restroom to talk, especially if other students are waiting to use it. Prior to using the restroom, students need to notify a staff member, so that the student's location is continuously known, ensuring student safety and staff: student ratios.

EXTENDED DAY PROGRAM – CODE OF CONDUCT

The code of conduct for all students in Saint James Catholic School Extended Day Program is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons, is nourished by the school's code of conduct. To achieve these ends, parents, counselors and students work together to create a Catholic environment. These basic components include:

Students will be respectful and courteous toward the Extended Day Program staff, students, parents/guardians, and greater school community:

a. Will be polite in speech and actions, which includes volume control
b. Will not argue or talk back to staff
c. Will cooperate with instructions given by staff members

Students will respect the time necessary for homework:

a. Will work silently alone
b. Will use respectful voice when working cooperatively with others
c. Students who are not working on homework will choose a different quiet task, like drawing, and should not interrupt others

Students will refrain from harassment of any kind, for example:

a. Will refrain from teasing, insults, roasts, and name calling
b. Will refrain from physical and/or verbal intimidation, assault, and/or battery
c. Will refrain from social isolation, and seek to include other students in tasks, games, etc.
d. Will refrain from spoken or written threats.

Students violating these components will (at the Extended Day Program Director's discretion):

a. Receive a verbal warning
b. Lose Extended Day Program specific privileges on a per-day basis until behavior improves (time outs, apology letters to affected students, a phone call home for an early pickup request due to behavior, etc., depending on the violation)
c. The Extended Day Program Director will discuss the matter at pickup or by phone with the parents, if the behavior re-occurs.
d. The Extended Day Program Director will send an email to the parents if violation persists
e. Be placed on probation, with Extended Day Program Director and Principal concurrence, if violation continues

f. Be suspended from Extended Day Program for five school days, starting the day after, if infractions continue

g. Be suspended from Extended Day Program if improvement is not noted.

h. Be expelled from Extended Day Program for the remainder of the year for serious, repeated violations.

Adherence to the regulations listed in the section titled Student Responsibilities & Behavior – Code of Conduct, and Substance Abuse/Weapons of this document are also required for Saint James Catholic School Extended Care.

ATTIRE

Children in Extended Day Program will wear the school uniform. Students who are going to a school activity, such as CYO Track or Volleyball, may change into their sports uniform 15 to 30 minutes prior to pick up by the coach/instructor. Children will have outdoor or gym play on most days throughout the school year, depending on the weather and the discretion of the Extended Day Program Director. Therefore, children should have appropriate outdoor clothing such as a sweater/jacket/gloves, etc., for the season. Tennis shoes are required for indoor play in Knecht gym during inclement weather.

PERSONAL ITEMS

Children should have their name on all personal clothing and other items. Since games, toys, books and other play equipment are provided, children are not permitted to bring personal toys or items listed in the handbook under the heading Student Responsibilities & Behavior – Inappropriate Materials, to Extended Day Program. Please note the Extended Day Program is not responsible for lost or broken personal clothing and other items. The Extended Day Program cannot enforce trades, for example, when students trade Pokémon cards or toys, as students should not be bringing such items to Extended Day Program.

ENROLLMENT

Children are enrolled on a first-come, first-served basis, based on staff: student ratios. Children who are not enrolled will be placed on a waiting list after registration is submitted and paid. Prior to the end of each school year, currently enrolled children will be allowed to pre-register for the upcoming year before enrollment is offered to new applicants. Younger siblings of children already enrolled will be given priority consideration over new applicants. Students who have repeatedly violated the Extended Day Program Code of Conduct in the previous year will need to discuss their continued enrollment with the principal prior to registration.

WITHDRAWAL

Saint James Catholic School Extended Day Program requires a two-week written notice when withdrawing a child from the program. Failure to do so will result in the assessment of an additional fee, equivalent to two weeks Extended Day Program rate.

LUNCH AND SNACKS

On early release days, pizza will be served for lunch. Children may bring a bag lunch and drink (foods cannot contain allergens like peanuts, and must be manufactured in a peanut-free facility). A snack is provided at 3:15 p.m. on full days of school (2:15 p.m. on Wednesdays), and an extra snack is provided at 5:00 p.m. on early release days. If a child has a food allergy this information must be made known, in writing, to the staff as well as to the school nurse. Parent(s) may provide the snack from home for those students with documented allergies. Outside food (any food not specifically provided by the Extended Day Program) must be approved in advance by the Extended Day Program Director or the food will be confiscated by a staff member. Students should not save their lunches to eat during Extended Day, as allergen limitations are much more restrictive during Extended Day. Parents will be notified if a child violates this rule, as doing so endangers other children. Depending on the outside food, it may be thrown out by a staff member. For example, if the food poses a health concern to other students such as a peanut butter sandwich.

PHONE CALLS

The Extended Day Program Director may call parents for any, but not limited to, the following reasons:

- A child arrives injured to, or is injured during, Extended Day
- A child arrives sick to, or becomes sick during, Extended Day
- A child is not behaving appropriately and/or will not listen to the staff
- To alter/confirm a child's pickup schedule
- To confirm a child's documented allergies or individual needs
- To verify a person who claims to be authorized to pick up a child
- If a child is not picked up when the daycare closes (phone calls will be made 15 minutes prior to closing to ensure all children are picked up).

PERSONAL INFORMATION FILE

Licensing requirements mandate that the following information must be completed and on file for each child enrolled in the Extended Day Program:

a. Registration and enrollment forms, which must include the names, addresses, and phone numbers of two emergency contacts
b. Complete medical and immunization records (retained on file in the school office); voluntarily provided by the parents, as copies are on-file with the school
c. Emergency care information (retained on file in the school office with a copy in the Extended Day Program office)

Parents and guardians can also authorize non-emergency pick-ups, in writing, on their registration forms. All authorizations must be documented and the Extended Day Program

Director must be notified in writing prior to pick-up. Parents and guardians may be asked to show picture identification at sign out and pick up by any member of the Extended Day Program staff.

APPENDICES

SCHOOL FORMS

2026-2027

Preschool Tuition & Fees

The registration fee of $200 per student is non-refundable.

CLASS	DAYS OF THE WEEK	ANNUAL RATE
3 Year Old	2 (T/H)	$3950
3 Year Old	3 (M/W/F)	$5460
3 Year Old	5 (M/T/W/H/F)	$7290
4 Year Old	5 (M/T/W/H/F)	$7290
Junior Kindergarten	5 (M/T/W/H/F)	$7290
OPTIONS		
Breakfast Bunch	$17 Per Day	
Lunch Bunch	$34 Per Day	

SAINT JAMES CATHOLIC SCHOOL
830 WEST BROAD ST., FALLS CHURCH, VA 22046
703-533-1182
FAX: 703-532-8316

SCHOOL TUITION AND FEES

PLEASE NOTE THAT THESE ARE THE RATES FOR 2026-2027 AND MAY CHANGE IN SUBSEQUENT YEARS

Registration & School Fee: $525.00 for one child plus $325 for each additional child – due at the time of registration.

Parishioner**	**Annual Rate**
1 Child	$9,950
2 Children	17,900
3 Children	24,900
4 or more Children	30,600

Catholic (Out of Parish)	
1 Child	$10,900
2 Children	19,600
3 Children	27,000
4 or more Children	32,400

Non-Catholic	
1 Child	$15,500
2 Children	26,500
3 Children	37,500
4 or more Children	45,500

Parishioner is defined as **BOTH a) living within the parish boundaries and **b)** being an active registered member of the parish

Payment Options:
1. Pay in full by August 3, 2026, for a $300 discount.
2. Pay tuition in a payment plan (monthly, quarterly, or semester) through the FACTS Tuition Management Company.

2026-2027 EXTENDED DAY PROGRAM & RATES

Registration for 2026-2027 opens on June 16th. Registration Fee of $135.00 per family – is due at the time of registration.

Registrations may be emailed to: extendedday@saintjamesschool.org or dropped off at the front office June 16-18 (T-Th 9am-12pm), June 22- 25 (M-Th 9am -12pm) or July 13-August 3 (M-Th 9am -12pm).
The school office is closed and no emails will be answered June 26-July 12.

The Saint James Extended Day Program is offered to students of Saint James Catholic School in grades K-8. The program offers both morning and afternoon care. Afternoon activities include an afternoon snack, outdoor sports/playtime, and time for homework and reading. Enrollment is for the year.

Due to the high demand for the extended day program, and the 90-student cap sent by our licensing agency, we can only offer the 5 days per week option for those needing the afternoon program.

Registration forms must be completed for anyone interested in the program, whether regular or drop-in.
Extended Day Care hours are:

Morning 7:00 a.m. to 7:35 a.m.
Afternoon 3:00 p.m. to 6 p.m.; 11:00 a.m. to 6 p.m. on early dismissal days**
**Please note that after-school care is not typically offered before major holidays/school breaks. These days will be noted on the school calendar.
All students must be signed in by a parent or guardian upon arrival in the morning and signed out upon leaving in the afternoon.

Annual Rates

	1 Child	2 Children	3 Children	4 Children or more
Morning Only - 5 days	$1,224.00	$2,193.00	$2,928.00	$3,417.00
After School Only - 5 days	$3,651.00	$6,589.00	$8,78200	$10,251.00
Morning/Afternoon - 5 days	$4,875.00	$8,782.00	$11,709.00	$13,679.00

The morning session drop-in rate* is $18.00.

Payment options continued on next page.

Payment Options:
1. Pay in full no later than August 3, 2026 ($200 discount)
2. Pay tuition in payment plans through the FACTS Tuition Management Company, along with the tuition.
Late Fee: If a child is not picked up by 6 p.m., the parent will be assessed a late fee of **$5.00 per minute,**
payable at the time of pick-up.
Account balances (arrears): All day care fees must be paid in full prior to the release of the final report
card and transcripts. Families with an outstanding account balance will not be accepted in the program
the following year until the account is paid in full.

SAINT JAMES CATHOLIC SCHOOL UNIFORM

K - 5 School Uniform

Boys

Girls

Middle School Uniform

Boys

Girls

Gym Uniform

Students may wear NunFunRun or Gala T-shirts for Gym.

Shoes, Socks, and Accessories

- Shoes must be all white, all black, or combo of black and white.
- No other colors can be on the shoe.
- Socks must be black, white, or navy crew socks.
- No logos
- Girls may wear navy knee socks, tights, or leggings.

3rd grade and up must wear a belt with shorts or pants - black, brown, or navy

Hair

Boys: Bangs above eyebrows, hair above collar, hair above ears, and YOUR natural hair color only. No fad hair cuts.

Girls: Bangs above eyebrows, and YOUR natural hair color only

No oversized hair accessories

Jewelry

Boys: no earrings, no more than one bracelet, necklace, ring, or watch

Girls: no more than 1 pair of stud earrings, no more than 1 bracelet, necklace, ring, or watch

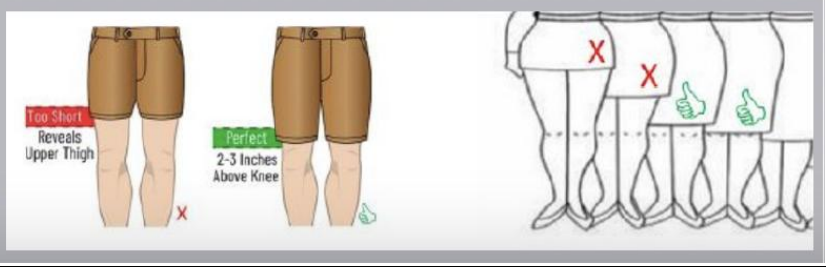
Make-up/Nail Polish

No make-up allowed

Clear nail polish only

Shorts and Skirts must be no shorter than 2 inches above the knee.

This applies to boys' and girls' uniforms.



Fall/Spring - April 1- Oct. 31

K – 5th grade

Girls

· White peter pan collar blouse OR white/blue polo
· Navy pants or shorts-- shorts must be no shorter than two inches above the knee
· Plaid jumper-- must be no shorter than two inches above the knee
· Plain white/black/navy mid crew sock
· Belt: Black/brown/tan solid leather or braided belt (Kindergarten: not required)
· Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

Boys

· White or blue St. James Polo
· Navy pants or shorts. Shorts must be no shorter than two inches above the knee
· Plain white/black/navy mid crew sock
· Belt: Black/brown/tan solid leather or braided belt (K-2 not required)
· Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

6th -8th grade

Girls

· White/light blue banded bottom polo
· Khaki pants or shorts-- shorts must be no shorter than two inches above the knee.
· Plaid skirt ----must be no shorter than two inches above the knee
· Plain white mid-crew sock or navy knee sock
· Belt: Black/brown/tan solid leather or braided belt
· Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

Boys

· White or light blue St. James Polo
· Khaki pants or shorts-- shorts must be no shorter than two inches above the knee.
· Plain white/black/navy mid crew sock
· Belt: Black/brown/tan solid leather or braided belt
· Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

PE Uniform – all grades

All items except sneakers and socks must be purchased from Flynn & O'Hara

- Gray/red t-shirt with St. James logo
- Red/navy mesh shorts – must be no shorter than two inches above the knee
- Shoes Low-cut, non-fluorescent, non-marking soles, with laces tied
- Plain white mid-crew sock with no logos

Winter: Nov. 1- March 31

K-5th grade

Girls

- White peter pan collar blouse OR white/blue polo shirt
- Navy pants
- Plaid jumper-- must be no shorter than two inches above the knee
- Navy V-neck pullover sweater or girls up cardigan
- Navy tights or Navy leggings or plain white mid-crew sock or navy knee sock
- Belt: Black/brown/tan solid leather or braided belt (K-2 not required)
- Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

Boys

- White or light blue St. James Polo
- Navy pants
- Navy V-neck pullover sweater or boys up cardigan
- Plain white/black/navy mid crew sock
- Belt: Black/brown/tan solid leather or braided belt (Kindergarten: not required)
- Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

6th-8th grade

Girls

- White/light blue banded bottom polo
- Khaki pants
- Navy V-neck pullover or cardigan OR red SJS fleece
- Plaid skirt -- must be no shorter than two inches above the knee
- Navy tights or Navy leggings or Plain white mid-crew sock or navy knee sock
- Belt: Black/brown/tan solid leather or braided belt
- Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

Boys

- White or light blue St. James Polo
- Khaki pants
- Navy V-neck pullover or cardigan OR red SJS fleece
- Plain white/black/navy mid crew sock
- Belt: Black/brown/tan solid leather or braided belt
- Shoes: All white, all black, or combination of black/white sneakers with non-marking sole (no high-tops, no patterns/designs)

PE Uniform – all grades

All items except sneakers and socks must be purchased from Flynn & O'Hara

- Gray/red t-shirt with St. James logo and navy sweatshirt with St. James Catholic School logo
- Red/navy mesh shorts AND navy sweatpants with St. James logo. Sweatpants may not be stretched to cover heel or be tattered at the bottom. Shorts must be no shorter than two inches above the knee
- Shoes Low-cut, non-fluorescent, non-marking soles, with laces tied
- Plain white mid-crew sock with no logos

Preschool Uniform

Fall/Spring

- Red T-shirt with Saint James Catholic School logo
- Red/navy mesh shorts
- Shoes: low-cut, non-fluorescent, non-marking soles
- Plain white mid crew sock with no logos

Winter

- Red T-shirt with Saint James Catholic School logo and navy sweatshirt with Saint James Catholic School logo
- Navy sweatpants: may not be stretch to cover the heel or be tattered at the bottom
- Shoes: low-cut, non-fluorescent, non-marking soles
- Plain white mid crew sock with no logos

Field Trip Uniforms

a. Indoor Field Trips (e.g. museum, theater, etc.…)
   (1) Students will wear school dress uniform
b. Outdoor Field Trips (e.g. parks, recreation areas, etc...)
   (2) Students will wear school P.E. uniform

Out of Uniform Days:

When students are permitted to come to school out of uniform, parents are asked to monitor the students to make appropriate choices using the following as a guide:

a. Dress Up Days:

(1) Students should come to school in Sunday church clothes

(a) Examples: Girls will wear a dress, skirt and blouse, or dress slacks and blouse or shirt (with sleeves). Skirt and dress lengths are to be no higher than 2 inches above the knee. Boys will wear dress slacks, shirt and tie, or collared knit shirt. All students will wear socks and shoes due to the school setting.

(b) Not permitted: Backless or spaghetti straps.

b. Dress Down Days:

(1) Students may come to school in more casual clothing.

(a) Examples: Jeans, Khakis, Saint James Catholic School PE shorts, sweatpants, House shirts, knit shirts or tee-shirts with sleeves. Hems of shorts must be no more than 2 inches above knee. Midriff must be covered. Socks and sneakers or shoes are required due to the school setting.

(b) Not permitted: cut-offs, ripped or tattered jeans, camouflage pants, shirts with negative/suggestive comments, logos, pictures or advertising are not allowed. Backless garments, low-cut fronts, halter, tank, tube tops, strapless, spaghetti straps are not allowed. Spandex type leggings and bike shorts. No sandals, slides, flip-flops, crocs, open toed or open heeled shoes.

c. Spirit Days

(1) Students may come to school in Saint James Catholic School spirit wear. Shorts and skirts must be no more than 2 inches above the knee. Socks and sneakers or shoes are required due to the school setting.

Hair

a. Clean and neatly styled; students' own natural hair color only; **no dyed or bleached hair**
b. Fad haircuts/styles are not acceptable
c. Hair:
    1. Boys: bangs above eyebrows, hair above collar, hair above ears, and your own natural hair color only. No fad haircuts
    2. Girls: bangs above eyebrows, your own natural hair color only, no oversized accessories.
d. Caps, hats and bandanas are not to be worn in school building at any time, which includes lunch periods.

Make-Up/Nail Polish

a. No makeup allowed
b. Clear nail polish only

Jewelry

Jewelry should be modest, in keeping with our mission as a Catholic school dedicated to forming the whole child through virtue formation, service, and academic excellence.

a. Boys: no earrings, no more than one bracelet, necklace, ring or watch
b. Girls: no more than one pair of stud earrings, no more than one bracelet, necklace, ring or watch

Final decisions regarding the school uniform and dress code rest with the principal/administration.

DIOCESAN FORMS:

Permission for Emergency Care Form (*Appendix F-1*)
Confidential Student Health History Update (*Appendix F-1A*)
Confidential Student Health History Update (Spanish) (*Appendix F-1B*)
Confidential Student Health History Update (Vietnamese) (*Appendix F-1C*)
Virginia School Entrance Health Form (*Appendix F-2*)
Asthma Action Plan with Indemnification (*Appendix F-3*)
Anaphylaxis Action Plan with Indemnification (*Appendix F-4*)
Diabetes Quick Reference and Indemnification (*Appendix F-5*)
Virginia Diabetes Medical Management Plan (*Appendix F-5A*)
Diocese Medication Authorization Form (*Appendix F-6*)
Wind Chill Factors/Heat Stress Index (*Appendix F-15*)
Certificate of Religious Exemption (*Appendix F-18*)
Seizure Action Plan (*Appendix F-20*)
Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English (*Appendix G-1*)
Codigo de Conducta para el Personal y Voluntarios en la Diócesis de Arlington.Spanish (*Appendix G-2*)
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
Parent Permission for School Sponsored Trip Participation.English (*Appendix R*)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (*Appendix R-A*)
Use of Personal Vehicle (*Appendix R-1*)
Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

SIGNATURE PAGE

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM (APPENDIX AG-1)

PARENT/GUARDIAN

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

_____
(Parent's Signature)

_____
(Printed Name)

_____
(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

I have read the Parent/Student Handbook and agree to observe all school regulations.

_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Date)	(Date)